

Asha Coutrier

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EDUCATION

American University

MA in International Relations: Global Governance

Washington, D.C.
Aug 2019 - Dec 2021

University of North Carolina at Charlotte

BA, double major: International Studies and Political Science

Charlotte, NC
Jan 2016 - Dec 2018

PROFESSIONAL EXPERIENCE

Chemonics International

Sr. Associate, Program Management

Washington, DC
Oct 2022 – Jan 2023

- Reviewed federal health awards of up to \$150,000 USD.
- Processed weekly post-award modifications.
- Communicated with international project teams to schedule meetings.
- Cataloged grant modifications in SharePoint.

USAID

Jr. Grants Specialist

Washington, D.C.
Sept 2021 - Jul 2022

- Processed post-award modifications for equipment and supply procurements.
- Facilitated the subaward approval process.
- Maintained a database of team meeting minutes and disseminated updates with the project office.

The American University

SIS Research Program Coordinator

Washington, D.C.
Jun 2019 – Aug 2021

- Monitored email inboxes for the School of International Service's (SIS) Research Office.
- Booked travel arrangements for visiting faculty.
- Collaborated to create a social media strategy plan that strengthened SIS' partnerships with other research organizations.
- Implemented 5+ research book launch events for faculty in the School of International Service.

VOLUNTEER EXPERIENCE

The American University

AU Connects Facilitator

Washington, D.C.
Sept 2019 – Dec 2021

- Served as a facilitator for conversations pertaining to mental health, race, and biases in society and their effects in academia.
- Designed numerous dialogue sessions for diverse audiences of 25+ people.

The American University

Eagle Endowment Council Member

Washington, D.C.
Feb 2020 – Dec 2021

- Assessed the financial viability and success of independent philanthropy projects proposed by the AU student body.

SKILLS

- *Computer:* Airtable, SharePoint, Microsoft Office suite, Notion, Canva, Google Drive suite